

## **Process for New Food Establishments**

### **Tippecanoe County Health Department**

1. **Contact the Health Department at 765-423-9221 ext. 3.**
2. **Submit a completed permit application, fee and materials to:**  
Tippecanoe County Health Department  
Attention: Plan Review  
20 North 3<sup>rd</sup> Street  
Lafayette, Indiana 47901

Once completed plans are submitted, we will review the plans to ensure that they meet State and Local Food Service Codes. We will review the materials and respond within 30 days.

\*\*\*Please note that applications that are not fully completed will not be processed until we receive all the necessary information.

Applicant is responsible for contacting the appropriate agencies.

Information About	Lafayette	West Lafayette	Tippecanoe County	Other
Health Code Regulations	(765)-423-9221	(765)-423-9221	(765)-423-9221	(765)-423-9221
Building Code Regulations	(765)-807-1050	(765)-775-5130	(765)-423-9225	(765)-423-9225
Back Flow Device Test	(765)-807-1700	800-492-8373	(765)-423-9225	(765)-423-9225
Grease Trap	(765)-807-1800	(765)- 775-5145	(765)-423-9221	(765)-423-9221
Fire Inspector	(765)-807-1300	(765)-775-5175	(765)-423-9225	(765)-423-9225
Zoning	(765)-807-1050	(765)-775-5130	(765)-423-9766	(765)-423-9242
Sign Permits	(765)-807-1050	(765)-775-5130	(765)-423-9225	(765)-423-9225
Electrical Inspector	(765)-807-1050	(765)-775-5130	(765)-423-9225	(765)-423-9225
Certificate of Occupancy	(765)-807-1050	(765)-775-5130	(765)-423-9225	(765)-423-9225
Weights and Measures	(765)-423-9794	(765)-423-9794	(765)-423-9794	(765)-423-9794
State Egg Board	(765)-494-8510	(765)-494-8510	(765)-494-8510	(765)-494-8510

3. **Construction Phase Inspection.** The Food Service staff may periodically perform a construction inspection. This inspection is to ensure that the construction is in compliance with the State and Local Food Service Codes.
4. **Pre-Operational Inspection.** Contact the health inspector to request a pre-opening inspection. All equipment must be in place and operating. An inspection form will be filled out and changes needing to be made will be discussed.

5. **Opening Inspection.** An opening inspection should be schedule with the health inspector when your facility will be operational.
6. **Final Inspection.** A final inspection will be performed prior to the end of the probationary period. This inspection will occur within the thirty days after opening.